

SECRET

OSA-4246-65
20 October 1965

MEMORANDUM FOR: Chief, Contracts Division, OSA
 SUBJECT: Contract No. BB-425, Task Order No. 1
 Itek Corporation

1. Our records indicate that subject contract was completed as of 15 August 1961, and that final payment was made 23 April 1962. Following is a summary of cost.

<u>Amount Obligated</u>	<u>Amount Paid</u>	<u>Balance</u>
\$33,613.00	\$29,918.98	\$3,694.02 1155-1010-7000

2. We are using this memorandum as a basis for closing this contract.

3. It is my understanding that the Contracting Officer will take the necessary action to withdraw the unused balance from the contract.

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Chief, Budget & Finance Branch
OSA-DD/S&T

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CON

This document may be used as a basis for liquidating the balance as stated above.

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Chief, Contracts Division, OSA

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Dist: Orig. & 1 - Add.

1 - CD/OSA

1 - B&F/OSA (Budget-MEL)

1 - B&F/OSA (Contract Payment, BB-425, Task 1)

1 - RB/OSA

CJM:nar/OSA-Finance/20 OCT. 1965

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